

## Steps in WiSACWIS Management Report Process

1. Feasibility. Determine if the system collects the necessary information to produce the desired report and that the policy concepts have been defined. Some items may suggest the need for system enhancements or policy concepts to be defined in systems terminology for a report to be produced.
2. Specifications. *What* is needed. The requirements for the report and the desired format for the output need to be specified. This includes defining the cases to be included, scope of report, time period considered and frequency with which the report will be produced.

The specifications step includes looking at existing standard and ad hoc reports to see if there are reports that can be modified to provide the desired information. Some reports may take research for the specifications to be consistent with federal outcome measures or AFCARS and NCANDS reporting protocols.

3. Design. *How* to get the data. Translate user specifications into a technical design. Determine the location of the data in the WiSACWIS database. What tables and data elements will be used? What special processing is required to get derived data?
4. Development. Development includes the actual writing of SQL code for the report and doing test runs of the report.
5. Acceptance Testing. Report user testing and acceptance of the report by DCFS. Reports should be validated by the requestor and at least one additional person to ensure the report is ready for use.

The validation step includes looking at data quality. Some items may have data entry or training implications for workers to ensure data is complete and timely.

6. Production. Once approved, reports must be put into a production. Report production also includes defining who should receive the reports. For standard reports this includes making the report available through eWReports.

Management reports should generally provide information for the state as a whole, individual counties/sites and be available with breakdowns by unit and worker.

7. Maintenance. Once in production, reports need to be reviewed regularly and maintained as necessary to ensure the information remains accurate. Reports may be affected by system changes (i.e. releases) and changes in worker data entry as well as new user requirements.